Permit #S00099773-C

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: S00099773-C **Type of Permit:** STILL **Release Date:** 11/03/2015

Production Company VISIT NEWPORT BEACH INC DBA NEWPORT BEACH & CO

Insured Company Name VISIT NEWPORT BEACH INC DBA NEWPORT BEACH & CO

Contact Phone No. 1 630-440-4794
Contact Phone No. 2
Fax
Address 1600 NEWPORT CENTER DR, STE 120 NEWPORT BEACH, California 92660

Production Title NEWPORT BEACH TOURISM

Type of Production Still Photo

Producer Allison Lockwood

Director Nick Collura

1st AD Sean Drews

Production Manager Allison Lockwood

FilmL.A. Coordinator Hans Groszkruger

Location Manager Allison Lockwood
Primary Phone Mobile - 414-737-8484
Secondary Phone

Location Assistant Sean Drews
Primary Phone Mobile - 262-385-6343
Secondary Phone

Fees

Total Permit Fee $0.00

Number of Locations 1

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Summary Information — Location

Permit Number	S00099773-C	**Location Manager**	Allison Lockwood
Production Company	VISIT NEWPORT BEACH INC DBA NE...	Primary Phone	Mobile - 414-737-8484
Insured Company	VISIT NEWPORT BEACH INC DBA NE...	Secondary Phone	
Production Title	NEWPORT BEACH TOURISM		

Location Address 690 Newport Center Dr, Newport Beach, CA, 92660

Location Type Hotel

Film Dates 10/29/2015 - 10/29/2015 11:00 - 22:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached conditions
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic

Please see attached documents
Visit Newport Beach Photo Shoot Alert.pdf
Newport Beach Permit Conditions.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	5

Personnel on Location

Type	Quantity
Audience Members	4
Cast	4
Crew	6

Filming Activities Camera on sticks; Equipment on property; Handheld equipment; Interior and exterior dialogue;

Jurisdiction **Political:** Newport Beach — **Police:** Newport Beach Police Department — **Fire:** Newport Beach Fire Department

Approvals NEWPORT BEACH — Monique Navarrete

Coordinator Note RIDER "C" ADDS LOCATION. NO RIDER FEE

Parking

Base Camp
Location Type : Filming Location
Parking Notes
regular parking at mall, no commercial vehicles.

Crew Parking
Location Type : Filming Location

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ISLAND HOTEL
NEWPORT BEACH

Hotel Contact: Sandra Clark, Marketing Manager
Ext. 4951 or cell (650)823-3891

PHOTO SHOOT ALERT

Date **Time**	Thursday, October 29th 6:00am – 5:00pm *see below for full schedule		
Contact	**IC Contact:** Sylvia Sutliff – Designer, *Irvine Company Resorts Properties Corporate Marketing* **Clients:** Allison Lockwood – Producer, *Easy Peasy Producer Services* Doug McClain – SVP & Chief Marketing Officer, *Newport Beach & Co.* Colleen Costello – Marketing Coordinator, *Visit Newport Beach* **Crew & Talent:** 12 people *Please prepare for 16 people to arrive for this photo shoot. Comp valet parking for all involved (approx. 8 cars)		
Purpose	Video shoot for Visit Newport Beach's new marketing campaign. We will be the featured hotel for this video shoot and they will be capturing images of spa offerings, pool, dining, and guestrooms.		
Details	**Hospitality Suite:** **1801 from 6:00am – 1:00pm** *lunch for the crew will be served in 1801 **Oak Grill PDR "Duke" from 1:00pm – 5:00pm**		
Thursday Schedule	6:00 AM	Crew Arrival & Set up of "outdoor spa" shot	1801/Pool
	6:30 AM	Agency/Client Arrival	1801
	7:00 AM	Talent Arrival	1801
	7:30 AM	*SHOOT "Outside Spa"*	Pool
	9:00 AM	Set up of "pool" shot	Pool
	9:30 AM	*SHOOT "Pool"*	Pool
	11:30 AM	Break for lunch	1801
	12:30 PM	Set up for "guestroom" shots	Corner Suite & Luxury Suite
	1:00 PM	*SHOOT "Hotel Room"*	Corner Suite & Luxury Suite
	2:30 PM	Set up "dining" shot	Oak Grill
	3:00 PM	*SHOOT "dining"*	Oak Grill

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	4:00 PM	Wrap talent & agency	Oak Grill
	5:00 PM	Wrap crew	
	*** Approximate times – schedule may vary**		
Contact Information	**Sandra Clark, Marketing Manager, will be out of the office on Thursday. Please contact the following for any questions day-of:** **Sylvia Sutliff – 714.832.2305** Graphic Designer, Irvine Company Resorts Properties **Allison Lockwood – 414.737.8483 or 414.737.8484** Producer, Easy Peasy Producer Services		

SHOT LIST AND DETAILS

OUTSIDE SPA	**6:00am – 9:00am** 6:00 – Crew Arrives and starts set up 6:30 – Agency/Clients arrive 7:00 – Talent Arrives 7:30 – SHOOT	**Details:** Crew will stage an "outside spa" setting in one of the pool cabanas. Island Hotel banquet staff will deliver 6' table and white linen. Spa attendant will arrive at 6:30am to assist with set up. Spa attendant will bring: • Massage table • Spa robes (2) • Spa towels (4) • Spa slippers (2) • Massage stones • Salt scrubs/ingredients in small bowls Client will bring: • Fresh flowers • Flameless candles • Ingredients for cucumber water Sylvia will bring: • Natural sponges • A few extra bowls/props In the event that the outside shot is not working, we still have reserved the couples treatment room from 7:00am – 9:00am. **Please note that the spa does not open until 8am. In the event of needing to use the spa, you will need to access through the back of the house. The spa attendant can assist.*

Spa Contact Information: 949.760.4992 – Spa Reception
If no one from the Spa is available, please ask a Front Desk manager for assistance.

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POOL	**9:00am – 11:30am** 9:00 – Crew starts set up 9:30 – SHOOT	**Details:** Set will be for a couple enjoying the poolside area. Cabanas and lounge chairs to the right of the fire place will be reserved for the photo shoot.* Mathew Madruga, Food and Beverage Manager, will arrive at 9am to assist with the shoot. Food and Beverage will be delivered to the Pool deck at 9:00am Food and Beverage delivered by Island Hotel staff • Margaritas in poolside glassware – NO ICE (3) • Cucumber Cobbler in poolside glassware – NO ICE (3) • Chips and Guacamole • Fruit Plate • Blackened Ahi Salad or Main Lobster Chopped Salad Client will bring: • Fake ice cubes for drinks **If you are not interfering with any guest enjoying the pool, you are welcome to shoot in other areas as well. Please be mindful of any hotel guests that may arrive during the shoot.*

Pool Contact Information: 949.760.4932 – Mathew Madruga, Food and Beverage Manager
If no one is available from the pool area, please see the hostess at Oak Grill to track down a Food & Beverage manager for you.

****** CREW WILL NEED TO MOVE EVERYTHING OUT OF SUITE 1801 AFTER LUNCH. THERE IS ANOTHER MEETING USING THIS ROOM AT APPROX. 1PM. PLEASE MOVE EVERYTHING TO THE OAK GRILL PRIVATE DINING ROOM "DUKE" (THIS IS THE INDOOR/OUTDOOR ONE). I WOULD RECOMMEND HAVING THE BELL STAFF CHECK ANY EQUIPMENT THAT IS NO LONGER NEEDED. ******

HOTEL ROOM	**12:30pm – 2:30pm** 12:30 – Crew starts set up 1:00 – SHOOT	**Details:** Two ocean view rooms will be reserved for this shoot. One Coastal View Corner Suite and one Coastal View Luxury Suite. Front Office Manager will provide a set of keys for each room when they are ready for use. Keys will be delivered to 1801 during the lunch break. Room Service will deliver the following breakfast items at 12:30pm: • Fruit plate • Pancakes or waffles with fresh fruit on top • Eggs Benedict • Orange Juice (2) • Water (2)

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		• Coffee Mugs (2) • Coffee carafe with coffee (1) • Mimosa with fruit garnish (2) Room Service will also deliver a separate tray with an evening setup at 12:30pm: • Cheese and fruit plate • Bottle of red wine (inexpensive) • Wine Glasses (2) Robes are available for use in each closet but feel free to hang on to the spa robes from the morning shoot. Island Club is available as a back up for an ocean view balcony shot. Please let the Front Office Manager know if access is required for Island Club. **Please let Guest Services know as soon as you are done with the room. They will send Housekeeping to freshen up. Please also let Room Service know when you are done so that they can pick up the food & trays.*

Hotel Room Contact Information: 949.760.4971 – Taylor Schulte, Front office Manager
While you are in the room, feel free to use the in-room phones to dial the front desk, room service, or any other department you may need to assist.

DINING	**2:30pm – 4:00pm** 2:30 – Crew starts set up 3:00 - SHOOT	**Details:** Photo shoot will be on the Oak Grill patio using table #233. Please set this table and the nearby table(234, 235) with the dinner set up by 2:30pm. Photo shoot will be of two couples dining. Please plan food & drink according to a meal for four. Requested food/beverage items (please supplement with a few extra items): • Oysters • Sea Bass • Scallops • Bread Basket • White wine (2 glasses) • Red wine (2 glasses) • Medium colored beer (2 glasses) • Water glasses Please have a few raw ingredients (salts, nuts, spices, fruit, etc.) in small containers for the table.

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		Client is requesting empty wine bottles and a variety of empty glassware to use as foreground elements. Please have the bartender supply. Photographer may photograph the Oak Grill bar depending on diner traffic at the bar area. **Crew will be in Oak Grill PDR "Duke" as a staging area during dining shoot. Please notify Stacie Nishikawa when you are completed with the shoot so that food items can be cleared and "Duke" room can be cleaned.*

Oak Grill Contact Information: 949.760.4920 – Oak Grill Host Stand
Or you can reach Stacie Nishikawa, Event Coordinator at 949.706.5491
Or you can reach Paul Jimenez on his cell phone at 909.762.9746

EXTRA	**4:00pm – 5:00pm**	Time permitting, crew may photograph Aqua Lounge details. Please see the Aqua Lounge manager, Joshua Smith with any questions. Contact info below.

Aqua Lounge Contact Information: 562.355.9176 – Joshua Smith, Aqua Lounge Manager
If Josh is not available, please see the Oak Grill host stand to track down a manager.

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NEWPORT BEACH PERMIT CONDITIONS

- The conduct of such activity will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet, peaceable and unmolested enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare.

- The conduct of such activity will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant.

- The conduct of such activity will not constitute a fire hazard, and all proper safety precautions will be taken.

- The conduct of such activity will not require the diversion of so great number of police officers of the City to properly police the area of such activity as to interfere with normal police protection.

- Permittee shall indemnify, defend and hold harmless City, its elected and appointed officers, employees, agents, representatives, the City Council, boards and commissions ("Indemnified Parties") with respect to any loss, liability, injury or damage that arises out of, or is in any way related to, the acts or omissions of Permittee, his or her employees, representatives, officers and agents in the course of Permittee's event/activity; however, Permittee shall not be required to indemnify City from any claim arising from the sole negligence or willful misconduct of the Indemnified Parties.

- The Finance Director or his designee may revoke this permit issued for any of the following reasons:
    - The permittee has ceased to meet the requirements and provisions for issuance of permit;
    - The applicant gave materially false, fraudulent or misleading information on the application;
    - The production is declared to constitute a public nuisance and, as such, may be abated or enjoined from further operation.

- No person shall use or allow to be used the official seal of the City of Newport Beach, or any cut, facsimile, or reproduction of said seal, or make or use any design which is an imitation of said seal or of the design thereof, or which may be mistaken for the seal of this City or the design thereof, for malicious or commercial purposes, or for any purpose other than for City purposes of any officer, board or department thereof, without the express consent of the City of Newport Beach.

- Production is permitted to shoot only at the location(s) listed on the permit. No other production or filming has been approved by the Finance Department.

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- Production may not film on any private property without consent of the owner.
- Production may not film or photograph any member of the public or private property without permission of the person or owner.
- Production does not have any exclusive use of any of the above locations, including streets, alleys, beach or ocean. All locations will remain open to the public at all times.
- Production may not possess or consume alcohol and smoking is prohibited within City parks and beaches.
- Production may not interfere with the public peaceful enjoyment of the public and or surrounding neighborhoods.
- Production is not permitted to shoot within any City parks without a permit issued by Newport Beach Recreation and Senior Services.
- Production All vehicles including but not limited to large vehicles and or cube trucks must abide by all parking signs and may not impede any streets or sidewalks. All vehicles must be parked legally and all parking fees must be paid**.** For any vehicles that have not been approved through a Temporary Street Closure permit parking is on a first come first served basis.
- Production must not block storefronts, streets, driveways, pier, access, emergency access or business locations with any production equipment or crew.
- Production shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use. The area used shall be cleaned of trash and debris upon completion of shooting and restored to the original condition before leaving the site.
- Production is to follow all lawful orders from Fire, Lifeguards, Police Department and any other City representatives.
- Production must have permission from the property manager and or Homeowners Association if any production occurs within these types of housing or location areas. Production must abide by all conditions set forth by the property manager and or Homeowners Association.

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